

STAFF ASSISTANCE REPORT - COCOANUT GROVE FIRE

Sunday, November 29, 1942

- 1:15 A.M. Chairman of Staff Assistance alerted by Disaster Office.
Request for 1 stenographer immediately for Disaster Office
Request fro 1 stenographer for 3:00 A.M. and 1 for 6:00 A.M.
- 1:45 A.M. Volunteer switchboard operator alerted

Chairman of Staff Assistance alerted vice-chairman in charge of disaster asking her to report at Chapter house 6:30 A.M.
- 1:45 A.M. Chairman of Staff Assistance reported at Chapter Headquarters and relieved worker at Information Desk who was a new worker and had reported on hearing of disaster.
- 2:45 A.M. Volunteer Switchboard operator reported.
- 3:00 A.M. Two more stenographers called.
- 5:00 A.M. Two typists called and sent to Boston City Hospital Mortuary to list property of the dead.
- 5:30 A.M. Two stenographers supplied to Home Service
- 6:00 A.M. Alerted 1st Vice Chairman to report at once.
- 6:30 A.M. Vice Chairman in charge of Disaster reported.
- 7:00 A.M. Fifteen Staff Assistants from disaster trained group were called and all reported between 8:15 and 8:45 A.M.
Five assigned to Registration and Information at special desk set up to handle friends and relatives of fire victims.
Four were assigned to Home Service to answer telephones, filing and typing.
Three to Disaster Office for same duties as above.
One to Nurses Aides Office to help alert aides.
One to Mobile Canteen to answer telephone and type orders.
One to Staff Assistance Room to answer telephones and take down requisitions for service.
- 9:30 A.M. Twenty eight Staff Assistants called for Blood Donor Clinic to enroll appointments for volunteers responding to the radio call for blood donors and for coverage of Switch Board.
- 10:00A.M. Two Staff Assistants Emergency Home Service Volunteers to undertake regular Sunday service hadnling incoming telegrams and telephone calls relative to Home Service Soldier and Sailor requests.
This service continued on four hour shifts until 10:00 P.M.
(Three Staff Assistants for afternoon and evening shifts)
- 5:00 P.M. Called six typists for duty 6:00 - 12:00 midnight.
Called six typists 12:00 M - 7 A.M.
Called six typists 7:00 A.M. - 12:00 noon Monday

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Arrangements were made for all above assignments to be covered throughout week on eight hour shifts.

1:00 P.M. Six Staff Assistants sent to Boston City Hospital to assist doctors in records and telephone calls. These volunteers reported daily through Wednesday.

This is the first major disaster in which Staff Assistance has participated in any numbers and the response of every volunteer at whatever hour they were called, was remarkable.

We met every call promptly and were distributed in every department functioning in the Disaster.

Probably the most unaccustomed and foreign service for Staff Assistance was the listing and typing of all valuables taken from the body of the dead at the morgues.

A total of 154 assignments was covered by 124 workers who gave 999 hours through December 2nd.

Anna W. Snow

Chairman, Staff Assistance.